

Professional and Managerial Branch
Engineering Group
Registered Engineer Series

ENVIRONMENTAL ENGINEER III

08/01 (JAS)

Summary

Under direction, as functional head of environmental engineering staff unit manage and independently execute technical aspects of programs and associated practices in compliance with Public Works policies.

Typical Duties

Initiate, develop and implement necessary procedures to bring various departments into environmental compliance. Involves: analyzing federal, state and local environmental regulations and ordinances, and recommending appropriate compliance strategies; developing and recommending policies and procedures following Federal, State and Municipal environmental laws, regulations and ordinances; serving as liaison between various departments, outside contractors, consultants and other interested parties on a wide range of environmental issues; participating in preparation of reports to environmental entities.

Ensure compliance with federal, state and local engineering, environmental, pollution prevention and other applicable statutes pertaining to City Public Works and equipment operations, and allied services. Involves: overseeing activities including, but not limited to, on-going hazardous waste storage and movement, and underground storage tank installation and removal; reviewing compliance schedule and inspection reports; reviewing plans and specifications prepared by City employees and private consultants for environmental projects and studies; conducting periodic inspections of contract projects to assure compliance with contract engineering standards, environmental and safety practices; conducting site inspections to assess the environmental impact of City projects; providing technical support to department in complying with hazardous waste management, recycling and Environmental Protection Agency's oil spill prevention response program; administering storm water sampling program.

Oversee quality assurance and control of City's environmental projects. Involves: preparing requests for alterations to federal and state issued environmental permits; gathering information and completing forms for permit applications, and compliance incident reports; maintaining environmental records required by state and federal agencies; developing environmental protection programs for hazardous waste disposal and spill prevention control; monitoring landfill activities including construction and post closure; coordinating environmental activities and providing technical support to assure achievement of facility compliance with environmental safety regulations; conducting or participating in meetings with commissions, regulatory agencies, businesses or other organizations and the general public in dealing with issues affecting continuing and special City projects.

Supervise technical and engineering personnel as assigned. Involves: determining and preparing work schedules, and expediting work flow; assigning duties, issuing written and oral instructions and checking work for exactness, neatness, and conformance to policies and procedures; guiding subordinate in overcoming difficulties encountered in performing duties; evaluating performance, coaching, and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing applicants and making recommendations on personnel changes.

Perform related duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties of subordinates or coworkers; overseeing and personally engaging in preparation of technical reports, records and studies; preparing and delivering presentations to public groups.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Environmental, Civil or Industrial Engineering or Engineering Technology, or Geology, Hydrology or other physical sciences directly related to ecological conservation, plus four (4) years of professional level experience performing increasingly complex engineering functions including regularly delegated responsibility for conducting projects that primarily emphasized dealing with environmental issues; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Considerable knowledge of: principles and practices of environmental engineering; underground fuel storage tank management, hazardous materials and waste regulations; asbestos management in public facilities; cost and work efficiency determination techniques. Good knowledge of: applicable City, state and federal rules, regulations and policies affecting Public Works activities.

Ability to: read, analyze and interpret an extensive assortment of scientific literature, technical instructions, financial reports, legal documents, and other information in mathematical, diagram or other forms dealing with numerous abstract

and concrete variables; interpret applicable regulations and professional standards; establish and maintain cooperative working relationships in person, by telephone and through correspondence with employees, consultants, regulatory or other governmental agency representatives, City officials and other departments, and the business community and general public in order to gain concurrence to solve non-routine problems involving significant differences of opinion or controversy; communicate clearly, concisely and persuasively to present and explain issues and recommendations to top management and governing boards, public and regulatory groups; define environmental engineering problems of an unprecedented nature, plan research projects that may necessitate extensively adapting current generally applicable guidelines to fit unusual or complex situations; estimate costs of and direct or conduct data collection and compiling; apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations and mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis; ascertain significance and interrelationships of facts and circumstances and evaluate alternatives in terms of impact on other major programs, situations, organizations, or future developments and draw valid conclusions about findings to develop new or extend accepted methods and techniques; firmly, justly and impartially exercise delegated supervisory authority; lead and motivate subordinates.

Skill in safe operation and care of: personal computer, motor vehicle, standard drafting instruments; time and distance measuring devices.

Physical Requirements: Occasionally moving about on uneven terrain and exposure to other adverse field conditions when working outdoors at construction work sites or public works facilities to conduct inspections.

Licenses and Certificates: Registration as Professional Engineer in the State of Texas or a state having a reciprocal agreement at time of appointment. Registration as Professional Engineer in Texas required within one (1) year following appointment. Valid Texas Class "C" Driver's License or equivalent issued by another state required by time of appointment.

Special Requirements: Respond to Public Works emergencies as necessary during non-working hours.

Director of Personnel

Department Head